

EDITED TASK LISTING

CLASS: Staff Services Manager III

NOTE: Each position within this classification may perform some or all of these tasks.

	Administrative Tasks
1.	Manage analytical studies and surveys on varied matters (i.e., Budget Change Proposals, Legislative Proposals, Legislative Reports, etc.) to provide information, options, recommendations, etc. using various references/policies (i.e., State Administrative Manual, Departmental Operations Manual, Title 15, Government Code, Penal Codes, etc.) as needed and/or upon request.
2.	Effectively delegate and manage projects to produce quality, on-time products utilizing scope definition, plans and schedules following the project priorities.
3.	Accurately interpret and implement State and departmental policies consistent with the Department's mission and organizational objectives utilizing available resources.
4.	Provide advice to management concerning policy issues and program recommendations using various references/policies (i.e., State Administrative Manual, Departmental Operations Manual, Title 15, Government Code, Penal Codes, etc.) as needed and/or upon request.
5.	Provide technical assistance to other managers, employees, control agencies, and others on varied matters to resolve issues, provide information, options, and/or recommendations, etc. using various references/policies (i.e., State Administrative Manual, Departmental Operations Manual, Title 15, Government Code, Penal Codes, etc.) as needed and/or upon request.
6.	Direct the development of statewide policies and procedures utilizing appropriate resources, as needed and/or requested by management.
7.	Develop and present recommended solutions to management in order to provide information relevant to the department.
8.	Review the organization's current needs and programs against budget limitations and recommend appropriate action.
9.	In accordance with departmental fiscal policy, participates in the management of the division's budget by monitoring, tracking and prioritizing expenditures related to the division to ensure fiscal responsibility.
10.	Authorize approval for expenditures in accordance with departmental policy.
11.	Monitor salary savings plan in accordance with assigned allotment utilizing program knowledge and fiscal reports as needed.

Bold Text - duty statement

Regular text - SPB class spec.

Italic text - Information from class spec from other states

Underlined text - task not on spec.

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12.	Supervise the preparation/administration of assigned contracts required for maintaining the operations of the program using various resources (i.e., Laws, Rules, and Regulations etc.).
13.	Conduct effective meetings with various entities utilizing various tools (i.e., computer/laptop, projector, handouts, etc.) as appropriate.
	Interpersonal/Communication Tasks
14.	Communicate and explain, utilizing tact and interpersonal skills, in a professional and effective manner the technical aspects of various programs to employees, the public, and other governmental agencies to establish and maintain effective working relationships in all situations.
15.	Develop and prepare effective written products (i.e., procedures, regulations, technical documents, memos and formal letters) for the Department utilizing various resources, tools, etc., as needed and/or upon request.
16.	Represent the Department in communications with representatives of control agencies, the Legislature and the public to obtain information and/or represent the interest of the department utilizing interpersonal skills, professionalism, knowledge, personnel expertise, etc., as needed and/or upon requested by management.
17.	Develop rapport and foster cooperation and communication with staff.
18.	Work with other units and departments and outside agencies in a professional and effective manner utilizing tact to achieve the Department's objectives.
19.	Assess goals/mission and objectives to ensure client/customer services are met.
	Analytical/Problem Solving Tasks
20.	Study various program areas to identify issues and problems requiring modification, streamline processes, incorporate changes, etc. by using various resources (i.e., knowledge, manuals, laws and rules, etc.) as needed and/or upon request.
21.	Develop procedures, policies and program alternatives consistent with the Department's mission and organization objectives.
22.	Develop systems in various areas of the program to measure the effectiveness, accountability and quality of the organization by using various resources (i.e., knowledge, manuals, laws and rules, etc.).

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23.	Utilizing subject knowledge expertise, analyze pending legislation and bills on varied matters to produce an impact assessment in accordance with departmental standards, policies, and established guidelines.
	Supervisory/Leadership Tasks
24.	Direct the work of subordinates through intermediate supervisors.
25.	Evaluate employee performance to ensure performance objectives/standards are met by monitoring work assignments and behaviors as required by SPB.
26.	Provide feedback to employees to ensure performance objectives/standards are met through the use of IDPs & ROPs as required by the State Personnel Board.
27.	In accordance with State Personnel Board Rules and Regulations, facilitate the hiring process by conducting interviews; evaluating and selecting candidates to fill identified vacant position(s).
28.	Initiates and participates in the Progressive Disciplinary process to improve employee performance or address issues of substandard performance in accordance with State Personnel Board Rules and Regulations and departmental policy.
29.	Closely monitor priorities and ensure mission and scope are met by continually planning for the future with workgroups/units to organize staff workload by developing a vision, mission, goals, and objectives.
30.	Effectively delegate work assignments to staff with appropriate guidance, direction, and instruction to complete work as needed.
31.	Retain qualified staff through challenging assignments, training, and other motivating techniques on an ongoing basis.
32.	Train staff to improve their skills and knowledge utilizing various methods, (i.e., classroom, on the job, and mentoring) as required for the performance of their job and future career.
33.	Ensure Employee safety
34.	Work with staff to develop their knowledge, skills, and abilities for future upward mobility.
35.	Independently develop strategies to help the program operate efficiently within its budgetary authorized levels.
	Equal Employment Opportunity Tasks

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36.	Educate employees in the use of established guidelines as defined in State and departmental policies to ensure compliance of a work environment free of discrimination and harassment. And insure the use of established guidelines as defined are carried out.
37.	Carry out supervisorial responsibilities in the work place with regard to department-wide mandates concerning EEO, ADA, and other personnel practices as defined by regulatory agencies and established guidelines/policies.
38.	Resolve EEO issues or other conflicts at the lowest possible level and ensure there is no retaliation.

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